



Department of Developmental Services
Community State Staff Program



For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm

THE ADULT SKILLS CENTER
Position #472-084-8232-995

Job Title/ Classification: Licensed Psychiatric Technician

Work Hours: 0800-1600

Time Base: FULL TIME

Days Off: SATURDAY-SUNDAY

Location: Lake Balboa, CA (Van Nuys)

Post Date: July 10, 2017

Final Filing UNTIL FILLED

Information Session: Wednesday, July 26, 2017 13:30 to 15:30

Location: Fairview Developmental Center 2501 Harbor Blvd Costa Mesa, CA 92626
Large Classroom

Conference Number: 888-989-4361 Passcode 44122

Position Description: The Licensed Psychiatric Technician will perform general nursing procedures, behavior management, direct care and training as dictated by the individuals' health and behavioral care needs in a day training setting. Participate as a member of the interdisciplinary team and contribute to the development of the Individual Support Plan.
(For complete duties, please see the duty statement on the following page)

Desirable Qualifications:

- ❖ Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each consumer's identified needs.
- ❖ Analyze situations accurately and take effective action.

Who May Apply: Any permanent, full time or part time DC/CF employee who has passed their probation period in the classification advertised.

Selection Process: All applications will be screened and only the most qualified may be interviewed.

How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program
Department of Developmental Services
1600 9th Street (MS-Q)
Sacramento, CA 95814
Attn: Peggie McQuillan, Associate Personnel Analyst

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7790. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

**Department of Developmental Services
Community State Staff Program
The Adult Skills Center
Duty Statement**

Work Location: 16600 Sherman Way, Suite 240 Lake Balboa, CA 91406

Days Off: Saturday and Sunday

Work Hours: 08:00 – 16:00

Classification: Licensed Psychiatric Technician

JOB TITLE: Licensed Psychiatric Technician

General Statement of Duties: Following established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities in a day training setting. Participates as a member of the multidisciplinary team with the development of treatment plans and objectives from assessments of the clients. Mentors coworkers and motivates clients to develop self-reliance in daily living. Is a mandated reporter of observed or suspected neglect or abuse. Responsible for attending training and participate in The Adult Skills Center (TASC) meetings. Must possess a valid CA driver's license and may be required to drive a vehicle on community outings.

Supervision Received: Supervision, performance appraisals and review of clinical practices will be completed by The Adult Skills Center in conjunction with the Community State Staff Coordinator. Day to day functional supervision will be provided by the Registered Nurse for medical issues and TASC Clinical Director.

Supervision Exercised: May act as lead staff on the shift and may oversee DSPs or CNAs. May provide monitoring and supervision of individuals to support non-clinical staff.

Physical Demands: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement. Will perform a variety of physical activities including standing, walking, bending, twisting, reaching, gripping, grasping, lifting, carrying, pushing, and pulling. Ability to drive and possess a valid CA driver's license. Ability to complete all training as required by applicable regulations, including but not limited to Professional Crisis Management and Direct Support Professional Training 1 and 2.

Typical Working Conditions: Daily on-going interaction with individuals with developmental disabilities who may display aggressive and/or self-injurious behaviors. On-going communication with family members, co-workers and public entities. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a day training environment.

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You are a valued member of TASC team. You are expected to work cooperatively with team members and others to enable TASC to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.	
%	<p style="text-align: center;">ESSENTIAL DUTIES</p> <p>Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all individuals. Provide positive interventions and Active Treatment to all individuals. This essential function will be ongoing when performing the following duties:</p> <p style="text-align: center;">Percentages may vary based on operational needs.</p>
25%	<p>Assists individuals in all areas of Active Programming.</p> <ol style="list-style-type: none"> 1. Training will assist the individual in maximizing their independence. 2. Provide services that will assist each individual in achieving maximum social emotional, intellectual, developmental, and cognitive growth, individual rights, ability to make choices, and access shall be considered at all times. 3. Support each individual per their Individual Program Plans (IPP) milestones using appropriate methodology (including setting limits for behavior and adhering to a behavioral program for each person).
15%	<p>Perform nursing procedures, assist with administration of medication policy to document and observe individual's medication regimen.</p> <ol style="list-style-type: none"> 1. Maintains infection control by using universal precautions. 2. Documents in treatment records medication/treatments the individuals have received. 3. Records the individual's response to treatment.
15%	<p>Observes individuals physical condition and behavior and reports significant changes to appropriate team members.</p> <ol style="list-style-type: none"> 1. Recognizes symptoms requiring medical and psychiatric attention. 2. Provides behavior management support; reinforcement, intervention technique utilization including highly restrictive interventions. 3. Collects data and records information in the record as outlined in TASC policy and procedures and provides follow-up as needed. 4. Assists RN in overseeing individual's health needs. 5. Notifies physician/and supervisor whenever the individual/s has sustained injury. 6. Initiates incident report as outlined in TASC policy and procedures.

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10%	Escorts individuals in the community. <ol style="list-style-type: none"> 1. Is accountable for the health, safety, and welfare of the individuals at all times. 2. Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual. 3. May be required to drive a vehicle on community outings.
10%	Assists staff in occupational, recreational, vocational, and educational therapy programs for individuals. <ol style="list-style-type: none"> 1. Includes obtaining data and implementing objectives and plans, as well as behavior interventions. 2. Encourage individuals to participate in planned vocational activities. 3. Facilitates educational groups on health and medication management. 4. Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual.
10%	Responds to emergencies that involve the use of medical/behavioral intervention techniques. <ol style="list-style-type: none"> 1. Evaluates medical concerns and directs individuals to emergency medical care when required. 2. Assist with crisis management as needed.
	Marginal Duties
10%	Maintain adaptive equipment and report any Hazards. <ol style="list-style-type: none"> 1. Maintain adaptive equipment through proper handling and cleaning as indicated. 2. Report and correct any hazard/unsafe environment situation or defective equipment immediately.
5%	Attends and participates in training as required. <ol style="list-style-type: none"> 1. Attends TASC meetings. 2. Is responsible for obtaining the required CEU's for license renewal.